



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

January 15, 2026

DIVISION MEMORANDUM
No. 041, s. 2026

COMPOSITION OF THE DIVISION DISPOSAL COMMITTEE

To : Assistant Schools Division Superintendent
Chiefs of Divisions & Heads of Sections/Units
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Joint Circular No. 2024-1 dated January 30, 2024 issued by the Commission on Audit (COA) and the Department of Budget and Management (DBM) on the **Revised Manual on the Disposal of Government Properties**, this Office hereby constitutes the Division Disposal Committee to ensure compliance with prescribed policies, procedures, and accountability mechanisms for the lawful, transparent, and efficient disposal of government properties.

Chairperson	:	Aquilino T. Milar Jr. PhD, JD	
Members	:	Neolita S. Sarabia EdD	- Learning Resources
		Jose C. Mariñas III	- ICT/DCP Equipment
		Junichel T. Mancha PhDM	- Physical Facilities
		Japhet A. Revereal	- Property/Supply
		Jose Andrew U. Salise	- Property/Supply
		Karen Y. Gumba	- Property/Supply
		Rey Kallen A. Rapirap	- Accounting
		Bernadito T. Taguisa	- Motor Vehicles

2. The functions of the Disposal Committee are as follows:
- Ensure the speedy and lawful disposal of unserviceable, obsolete, or unnecessary government properties in accordance with applicable laws, rules, and regulations.
 - Inspect, appraise, and conduct valuation activities either collectively or individually as appropriate.
 - Set the final appraised value of properties recommended for disposal.
 - Determine the most appropriate mode of disposal and recommend the same to the approving authorities (e.g., auction, negotiated sale, transfer, donation, destruction, etc.).
 - Undertake disposal proceedings including auctions, condemnation, destruction, or other permitted modes on an "as is, where is" basis.
 - Ensure that only eligible items are included in the disposal list and that no serviceable or restricted items are included.

- g. Ensure the extraction, proper storage, and safeguarding of confidential data, especially in ICT equipment, prior to disposal.
- h. Perform such other related functions as may be assigned by the Schools Division Superintendent or other competent authority.

3. While decisions and processes are performed collectively, each member shall also execute responsibilities based on their specialization:

- **Chairperson – Aquilino T. Milar Jr. PhD, JD**
 - Leads and convenes the Committee;
 - Ensures compliance with Joint Circular 2024-1;
 - Oversee all evaluation, appraisal, and disposal activities;
 - Presents Committee recommendations to the approving authority.
- **Neolita S. Sarabia EdD – Member (Learning Resources such us Textbook and SLMs)**
 - Conducts inspection and assessment of textbooks, SLMs, and related learning resources;
 - Determines serviceability and suitability for disposal;
- **Jose C. Marinas III – Member (ICT / DCP Equipment)**
 - Leads technical inspection of ICT and DCP equipment;
 - Ensures secure extraction and safeguarding of confidential data prior to disposal;
 - Provides technical valuation inputs and confirms equipment condition.
- **Junicel T. Mancha PhDM – Member (Physical Facilities)**
 - Evaluates physical facilities-related assets for condition, usability, and disposal readiness;
 - Assists in determining appropriate modes of disposal for facility-related items.
- **Japhet A. Revereal – Member (Property and Supply)**
- **Jose Andrew U. Salise – Member (Property and Supply)**
- **Karen Y. Gumba – Member (Property and Supply)**
 - Consolidates property records and ensures completeness of inventory documentation;
 - Coordinates appraisal data and disposal documentation requirements;
 - Ensures proper tagging, segregation, and preparation of properties for disposal activities.
- **Rey Kallen A. Rapirap – Member (Accounting)**
 - Ensure proper accounting validation of all properties proposed for disposal, verifying recorded acquisition costs, accumulated depreciation, and book values aligned with accounting records;
 - Coordinate the dropping of disposed assets from the books of accounts, ensuring compliance with government accounting rules and audit guidelines on the divestment or disposal of property;
 - Perform other accounting-related functions as may be assigned by the Chairperson in connection with the Committee’s disposal activities.

- **Bernadito T. Taguisa** – Member (Motor Vehicles)
 - Conduct inspection and condition assessment of all motor vehicles proposed for disposal, evaluating serviceability, mechanical condition, and compliance with government standards on determining unserviceability.
 - Assist in appraisal and valuation by providing technical inputs on vehicle depreciation, operability, roadworthiness, parts availability, and appropriate valuation benchmarks based on current market conditions and COA-DBM appraisal guidance.
 - Ensure proper verification of vehicle documentation, including OR/CR, maintenance records, repair histories, and fuel/equipment logs, prior to disposal processing.
 - Recommend the appropriate disposal mode for motor vehicles, ensuring alignment with the Revised Manual’s provisions on selecting a disposal method.
 - Coordinate preparation and securing of motor vehicles during disposal activities, ensuring safe storage, accurate tagging, and compliance with “as is, where is” disposition requirements.
 - Perform other motor-vehicle-related tasks as may be assigned by the Chairperson in support of the disposal process.

4. This Memorandum takes effect immediately and remains in force unless amended or superseded by subsequent issuances consistent with Joint Circular No. 2024-1.

5. For information, guidance, and compliance.


WILFREDA D. BONGALOS PhD CESO V
 Schools Division Superintendent